

4 December 1970

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MEMORANDUM FOR: Mr. [REDACTED]

SUBJECT: Meeting on Records Center Project

I would very much like to be present at Mondays meeting on the Motorized Shelving for the Records Center, but as this is impossible I therefore submit the following for discussion and action at this meeting.

1. This office be provided a copy of each bid.
2. Bid submissions of all three remaining bidders be reviewed and attendees at the meeting be provided an analysis and evaluation of each product by Mr. [REDACTED]. The points to be covered should include, but not be limited all items on attached comparison sheet. 25X1C4a
3. That arrangements be made for us to view the Topographic Map installation presently being installed. I understand that these 120 inch high units of shelving will be loaded this week. If so, we could get a good idea of non-tilt protection, etc., If this visit can be arranged I suggest it be established for Thursday or Friday, 10 or 11 Dec.
4. I recommend that the coordinator of this project establish future meetings only if all participants are available, we are now approaching the critical stages of this project.
5. I think that you will find that each item on the attached Comparison Chart is of vital interest. Only by an analysis of these points can we be certain that [REDACTED] will obtain the equipment compatible with the operational requirements. We would be remiss to accept the low bid unless all other requirements are equal. This is why the evaluation of operational, safety and completion information is so vital. Our office, RMS will have to answer for any deficiencies that may occur in [REDACTED]'s ability to service records requests.

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DDS/SSS/RAB [REDACTED]:fms (4 Dec 1970 [REDACTED])